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Introduction

Mississippi State Hospital is a publicly funded behavioral health program of Mississippi Department of Mental Health. The hospital is located on a 350-acre campus in Whitfield, MS, 15 miles southeast of Jackson, the state capital. Mississippi State Hospital operates 476 hospital beds and is accredited by the Joint Commission. The program also includes 379 licensed nursing home beds.

Deadlines/Timelines

Contract Worker RFQ issue date: April 13, 2016

Resume Submission Deadline: May 4, 2016

Selection Completed: May 18, 2016

How to Apply

To apply for this position, please personally deliver your resume to the Personnel Department on Building 61, 3550 Hwy 468 West, Whitfield, MS 39193. Additionally, **original** documentation verifying your education and licensure is required with the resume. The resume should describe your education and prior work history, including all relevant work experience, and job related certifications/licenses (Library/Media, etc). The resume should include the name and current contact information of at least three references, preferably references familiar with your job skills. The resume should include your current contact information (address, email, phone number). The resume must be received by MSH no later than May 4, 2016 at 12p/noon. Incomplete resume packets (resume, references, and original education documentation) will not be accepted. If MSH is unable to contact your references based upon the contact information you provide, your resume could be rejected. Resume packets received after May 4, 2016 by 12p/noon will not be considered.

CHARACTERISTICS OF WORK:

This is professional work which involves teaching residents/patients various library/media activities offered in an institutional setting. Incumbents in this classification are responsible for instructing students in Media/Library subjects, or other academic courses depending on subject area certification and assignment.

EXAMPLES OF WORK:

Prepares teaching outlines for course of study; assigns lessons.

Instructs students in Library/Media subjects.

Evaluates pupils' progress, records test results, issues reports on progress, and keeps attendance records.

Maintains discipline

Participates in faculty and professional meetings, attends educational conferences, and participates in teacher training workshops.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education:

A Bachelor's Degree from an accredited four year college or university in the subject area to be taught

Certification:

Possession of a valid Mississippi A teaching certificate in Media/Library as required by the State Department of Education.

Physical Requirements:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches but less than 20 feet.

Depth Perception: Three-dimensional vision. Ability to judge distance and spatial relationships so as to see objects where and as they actually are.

Field of Vision: Area that can be seen up and down or to right or left while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand. The incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to sit; and stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

Compensation and Hours Worked:

The hours for this position will be up to 20-40 hours per week. Work assignment varies, depending on the agency need. The pay rate is \$25.00 an hour.

Selection Process:

The MSH School Administrator will review all resumes which are completed and timely submitted. The selection committee (School Administrator and one additional Educator) will select the most qualified candidates for the interview.

Selection criteria will be performed using a standard, 100 point scoring scale. Weighed scoring criteria will be as follows:

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|-----------------------------------|-----------|-------|
| ○ Mental Health experience | 20 points | (20%) |
| ○ General Ed experience | 20 points | (20%) |
| ○ Current Certification/Licensure | 30 points | (30%) |
| ○ Education | 20 points | (20%) |
| ○ Interview | 10 points | (10%) |

After the interviews are completed, the committee will recommend the top candidates for employment opportunity. The hiring department representative will select the individual to be offered the position.

Term of Contract:

The start date for this contract worker is the date the contract is approved by Personnel Services Contract Review Board and subsequently signed by the selected individual and the Hospital Director of MSH. The end date is June 30, 2017.

MSH Contact and Questions:

Dr. Kathryn Ford, School Administrator
601.351.8356
fordka@msh.state.ms.us

or

Ms. Kristi Finehout, Director of Human Resources
601.351.8163
kristi.finehout@msh.state.ms.us